

CONFIDENTIAL

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DD/S 73-0039

3 JAN 1973

MEMORANDUM FOR: Director of Medical Services

John:

I had intended but neglected to remind you this morning that we are required to submit program objectives for the DD/S to the Executive Director by 15 January for the Director's approval by 1 February. You will recall that the last time we discussed this a couple of weeks ago, it was agreed that DD/S objectives for each of the Offices should be developed out of a dialogue between you and the DD/S. Since there seems to be a good possibility that Mr. Coffey will be on leave for the rest of this week, we will have only a part of next week to complete the task. I would urge you, therefore, to be fully prepared to begin these discussions as soon as they can be scheduled after Mr. Coffey's return Monday morning.

Final printed copies of the Program Call were distributed to your Office yesterday afternoon. Section III, beginning on page 10, discusses the hierarchy of objectives. Copies of the two DCI objectives for the DD/S were handed out to you at the Staff Meeting two weeks ago. Our suggestions for some general overall objectives for the Support Directorate were distributed as an attachment to a DD/S memorandum dated 22 November 1972, subject: "Planning Guidance for FY 1975." (DD/S 72-4349, copy attached for ready reference.) We will want to adopt some or all of these as DD/S objectives for DCI approval. We will also want to submit some additional pointed directly at your activities toward achievement of the two DCI objectives for the DD/S. In addition, all of the objectives we submit should meet all of the criteria for objectives which were distributed last summer. (Copy also attached for ready reference.)

If we can be of any help to you between now and the first of the week, please feel free to call.

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Robert S. Wattles
Assistant Deputy Director
for Support

Atts.

cc: C/SSS, w/atts

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SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE
OF E. O. 11652, AUTOMATICALLY DOWNGRADED AT
TWO YEAR INTERVALS AND DECLASSIFIED ON
December 1979

(Insert date or event)